

# BAY CITIES JOINT POWERS INSURANCE AUTHORITY

## EXECUTIVE COMMITTEE MEETING

### AGENDA

**Thursday, May 23, 2024**

**9:00 a.m.**

**Via Zoom Teleconference**

[Zoom Link](#)

Meeting ID: 830 4695 4703

Passcode: 304450

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All portions of this meeting will be conducted via Zoom in accordance with Government Code Section 54953(b). Each location is accessible to the public, and members of the public may address the Committee from any teleconference location. The teleconference meeting locations are as follows:

- CENTRAL MARIN FIRE AUTHORITY: 250 Doherty Drive, Larkspur, CA 94939
- CITY OF BERKELEY: 2180 Milvia Street, Berkeley, CA 94704
- CITY OF MILL VALLEY: 26 Corte Madera Avenue, Mill Valley, CA 94941
- CITY OF LARKSPUR: 400 Magnolia Avenue, Larkspur, CA 94939
- CITY OF LOS ALTOS: 1 N. San Antonio Road, Los Altos, CA 94022
- CITY OF PLEASANTON: 123 Main Street, Pleasanton, CA 94566
- CITY OF SAN ANSELMO: 525 San Anselmo Avenue, San Anselmo, CA 94960

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact John Burdette at (916) 244-1169 or [John.Burdette@sedgwick.com](mailto:John.Burdette@sedgwick.com). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials relating to an open-session agenda item provided to the Bay Cities Joint Powers Insurance Authority (BCJPIA) less than 72 hours prior to a regular meeting will be available for public inspection. Please contact John Burdette at (916) 244-1169 or [John.Burdette@sedgwick.com](mailto:John.Burdette@sedgwick.com)

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| <b><u>Page</u></b> | <b>1. CALL TO ORDER</b>  |
|                    | <b>2. INTRODUCTIONS</b>  |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>  |
|                    | <b>4. PUBLIC COMMENTS</b> - The Public may submit any questions in advance of the meeting by contacting John Burdette at: <a href="mailto:John.Burdette@sedgwick.com">John.Burdette@sedgwick.com</a> . This time is reserved for members of the public to address the Committee relative to matters of the BCJPIA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total. |

**5      5.      CONSENT CALENDAR**

If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

- 6            \*A.      Minutes from the March 28, 2024, Executive Committee Meeting
- 13          \*B.      Warrant Listings for the Month of April 2024
- 14          \*C.      Cash and Investments Report for Quarter Ended March 31, 2024
- 41          \*D.      Member Contingency Fund as of December 31, 2023
- 42          \*E.      Internal Financial Statements as of September 30, 2023, and  
December 31, 2023
- 54          \*F.      Annual Review of Target Equity Policy
- 57          \*G.      Biennial Review of BCJPIA's Conflict of Interest Code

*Recommendation: Staff recommends the Committee formally consider approval of the Consent Calendar as presented.*

**6.      ADMINISTRATIVE MATTERS**

- 62          \*A.      Review of BCJPIA Resolution 04-2023-2024 Establishing an Electronic  
Signature Policy  
*Recommendation: Staff recommends the Executive Committee  
recommend approval of Resolution 04-2023-2024 Establishing an  
Electronic Signature Policy to the Board.*
- 66          \*B.      Review of BCJPIA Resolution 05-2023-2024 Meeting Dates for the 2024/25  
Program Year  
*Recommendation: Staff recommends the Executive Committee  
recommend approval of Resolution No. 05-2023-2024 to the Board.*
- 69          \*C.      Discussion Regarding Property Appraisals to be Conducted in 2024/25  
*Recommendation: Staff recommends the Executive Committee discuss  
and provide direction to staff to issue an RFP for appraisal services to be  
conducted in 2024/25.*
- 71          \*D.      Discussion Regarding Cyber Liability Program Vendors  
*Recommendation: Staff recommends the Executive Committee discuss  
and provide direction to staff as to its desire to issue an RFP for cyber  
risk control services.*

**7.      RISK CONTROL MATTERS**

- 72          \*A.      Review of 2024/25 Proposed Risk Control Service Plan  
*Recommendation: Staff recommends the Executive Committee  
recommend the Board of Directors approve of the Risk Control Plan for  
2024/25.*

**8.      FINANCIAL MATTERS**

- 78          \*A.      Draft Operating Budget for the 2024/25 Program Year  
*Recommendation: None.*

- 91            \*B.    Proposed Changes to Resolution 05-2021-22 Establishing Bank Accounts  
*Recommendation: Staff recommends the Executive Committee recommend approval of Draft Resolution No. 06-2023-2024 to the Board of Directors, as presented.*

**9. GOVERNING DOCUMENTS**

- 94            \*A.    Review of Pooled Workers' Compensation Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year  
*Recommendation: Staff recommends the Executive Committee recommend approval of the Pooled Workers' Compensation Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year to the Board, as presented.*

- 134          \*B.    Review of Pooled Liability Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year  
*Recommendation: Staff recommends the Executive Committee recommend approval of the Pooled Liability Program Memorandum of Coverage and Master Program document for the 2024/25 Program Year to the Board, as presented.*

- 183          \*C.    Review of Pooled Property Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year  
*Recommendation: Staff recommends the Executive Committee recommend approval of the Pooled Property Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year to the Board, as presented.*

- 205          \*D.    Review of Auto Physical Damage Memorandum of Coverage and Master Program Document for the 2024/25 Program Year  
*Recommendation: Staff recommends the Executive Committee recommend approval of the Pooled Auto Physical Damage Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year to the Board, as presented.*

- 227          \*E.    Review of Cyber Liability Program Master Program Document for the 2024/25 Program Year  
*Recommendation: Staff recommends the Executive Committee recommend approval of the Cyber Liability Master Program Document for the 2024/25 Program Year to the Board, as presented.*

**10. EXECUTIVE DIRECTOR'S REPORT**

- A.    Report by Executive Director  
*Recommendation: None.*

- 11. CLOSED SESSION** – Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the claims for the payment of tort liability losses, workers’ compensation losses, or public liability losses incurred by the Joint Powers Authority:

**Worker’ Compensation:**

Frass v. City of Sausalito

REPORT FROM CLOSED SESSION - Pursuant to Government Code Section 54957.1, the Committee must report in open session any action taken, or lack thereof, in closed session.

- 12. CLOSING COMMENTS** - This time is reserved for comments by the Committee and/or staff and to identify matters for future BCJPIA business.
- A. Executive Committee
  - B. Staff
- 13. ADJOURNMENT**

**NOTICES:**

- The next ERMA Board of Directors Meeting will be held Monday, June 3, 2024, in Sacramento. The BCJPIA representative to the ERMA Board is Jason Castleberry, City of Union City, and the alternate is Jon Maginot, City of Los Altos.
- The next LAWCX Board of Directors Meeting will be held on Tuesday, June 4, 2024. Location: The Westin Sacramento, 4800 Riverside Blvd, Sacramento, CA 95822. The BCJPIA representative to the LAWCX Board is Ruben Martin, Central Marin Fire Authority, and the alternate is Adam Wolff, Town of Corte Madera.
- The next BCJPIA Board of Directors Meeting will be held on Thursday, June 6, 2024, Location: Hyatt Place Emeryville/ San Francisco Bay Area, 5700 Bay St, Emeryville, CA 94608.